Une Référence

THE COLORADO MIDLAND RAILWAY CO.

RULES AND REGULATIONS

OF THE

OPERATING DEPARTMENT

EFFECTIVE MAY 1, 1906.

The rules herein set forth govern the railroads operated by The Colorado Midland Railway. They take effect May 1st, 1906, superseding all previous rules and instructions inconsistent therewith.

Special instructions may be issued by proper authority.

J. C. VINING,
General Superintendent.

Approved:

G. W. VALLERY,
General Manager.

No. 206

THIS BOOK IS THE PROPERTY

OF

THE COLORADO MIDLAND RAILWAY CO.

AND IS LOANED TO

NAME.	OCCUPATION.

who hereby agrees to return it to the proper officer when called for or upon leaving the service, or pay 25 cents for same.

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GENERAL NOTICE.

To enter or remain in the service is an assurance of willingness to obey the rules.

Obedience to the rules is essential to the safety of passengers and employes, and to the protection of property.

The service demands the faithful, intelligent and courteous discharge of duty.

To obtain promotion, capacity must be shown for greater responsibility.

Employes, in accepting employment, assume its risks.

GENERAL RULES.

A. Employes whose duties are prescribed by these rules must provide themselves with a copy.

B. Employes must be conversant with and obey the rules and special instructions. If in doubt as to their meaning, they must apply to proper authority for an explanation.

C. Employes must pass the required examinations.

D. Persons employed in any service on trains are subject to the rules and special instructions.

E. Employes must render every assistance in their power in carrying out the rules and special instructions.

F. Any violation of the rules or special instructions must be reported.

G. The use of intoxicants by employes while on duty is prohibited. Their habitual use, or the frequenting of places where they are sold, is sufficient cause for dismissal.

H. The use of tobacco by employes when on duty in or about passenger stations, or on passenger cars, is prohibited.

J. Employes on duty must wear the prescribed badge and uniform and be neat in appearance.

K. Persons authorized to transact business at stations or on trains must be orderly and avoid annoyance to passengers.

L. In case of danger to the Company's property employes must unite to protect it.

DEFINITIONS.

TRAIN.—An engine, or more than one engine coupled, with or without cars, displaying markers.

REGULAR TRAIN.—A train represented on the time table. It may consist of sections.

SECTION.—One of two or more trains running on the same schedule, displaying signals or for which signals are displayed.

EXTRA TRAIN.—A train not represented on the time table. It may be designated as:

Special—for passenger train extra.

Extra—for any extra freight train.

Work Extra—for work train extra.

SUPERIOR TRAIN.—A train having precedence over other trains.

A train may be made superior to another train by RIGHT, CLASS or DIRECTION.

RIGHT is conferred by train order; CLASS and DIRECTION by time table.

RIGHT is superior to CLASS or DIRECTION.

DIRECTION is superior as between trains of the same class.

TRAIN OF SUPERIOR RIGHT.—A train given precedence by train order.

TRAIN OF SUPERIOR CLASS.—A train given precedence by time table.

TRAIN OF SUPERIOR DIRECTION.—A train given precedence in the direction specified in the time table as between trains of the same class.

TIME TABLE.—The authority for the movement of regular trains subject to the rules. It contains the classified schedules of trains with special instructions relating thereto.

SCHEDULE.—That part of a time table which prescribes the class, direction, number and movement of a regular train.

MAIN TRACK.—A principal track upon which trains are operated by time table, train orders, or by block signals.

SINGLE TRACK.—A main track upon which trains are operated in both directions.

DOUBLE TRACK.—Two main tracks, upon one of which the current of traffic is in a specified direction, and upon the other in the opposite direction.

CURRENT OF TRAFFIC.—The direction in which trains will move on a main track, under the rules.

STATION.—A place designated on the time table by name, at which a train may stop for traffic; or to enter or leave the main track; or from which fixed signals are operated.

SIDING.—A track auxiliary to the main track for meeting or passing trains, limited to the distance between two adjoining telegraph stations.

FIXED SIGNAL.—A signal of fixed location indicating a condition affecting the movement of a train.

YARD.—A system of tracks within defined limits provided for the making up of trains, storing of cars and other purposes, over which movements not authorized by time-table, or by train order, may be made, subject to prescribed signals and regulations.

YARD ENGINE.—An engine assigned to yard service and working within yard limits.

PILOT.—A person assigned to a train when the engineman or conductor, or both, are not fully acquainted with the physical characteristics, or running rules of the road, or portion of the road, over which the train is to be moved.

RULES FOR SINGLE TRACK.

STANDARD TIME.

1. Standard time obtained from St. Louis observatory will be telegraphed to all points from designated offices at 10 a. m., daily, Mountain Time.

2. Watches that have been examined and certified to by a designated inspector must be used by assistant superintendents, train masters, road foremen of engines, roadmasters, conductors, enginemen, brakemen, firemen, yard masters, yard foremen, supervisors, track foremen and bridge foremen.

The certificate, in prescribed form, must be renewed and filed with the superintendent every three months.

(Form of Certificate.)

CERTIFICATE OF WATCH INSPECTOR.

Form 2205.

THE COLORADO MIDLAND RAILWAY CO.

CERTIFICATE OF INSPECTION.

To be made in Duplicate. Original to be retained by Employe. Duplicate sent to Superintendent by Inspector.

This is to Certify that on.....190...
the watch of.....
employed as..... has been examined and found to be a reliable and accurate timepiece and in such repair as will, in my judgment, with proper usage, enable it to run within a variation not to exceed thirty seconds per week.
Name of Maker.....Brand.....
Gold or Silver.....Open or Hunting Case.....
Lever Set?.....Stem-winding?.....Kind of Spring.....No. of Movement.....
No. of Case.....No. Jewels.....Adjusted to heat, cold and position?.....

.....
Watch Inspector.

Address.....

3. Watches of conductors and enginemen must be compared, before starting on each trip, with a clock designated as a Standard Clock. The time when watches are compared must be registered on the train register.

3-A. Conductors and enginemen who have not access to Standard Clock must compare watches daily with those of conductors or enginemen who have standard time.

TIME TABLES.

4. Each time table, from the moment it takes effect, supersedes the preceding time table. A train of the preceding time table thereupon loses both right and class and can thereafter only proceed by train order.

No train of the new time table shall run on any division until it is due to start from its initial station on that division, after the time table takes effect.

4-A. Dispatchers will require receipt of new time tables from conductors and enginemen by a "31" order before allowing them to occupy main track.

5. Not more than two times are given for a train at any station; where one is given, it is, unless otherwise indicated, the leaving time; where two, they are the arriving and the leaving time.

Unless otherwise indicated, the time applies to the switch where the train not having right of track enters the siding.

Schedule meeting or passing points are indicated by figures in **FULL-FACED TYPE.**

Both the arriving and leaving time of a train are in full-faced type when both are meeting or passing times, or when one or more trains are to meet or pass it between those times.

Where there are more trains than one to meet or pass a train at any station, attention shall be called to it by a bar, thus:

$$\frac{11:30}{} \text{ or } \frac{11:30}{11:50}$$

6. The following signs when placed before the figures of the schedule indicate:

"s"—regular stop.

"f"—flag stop to receive or discharge passengers or freight.

"¶"—stop for meals.

"||"—reduce speed for exchange of mails.

SIGNAL RULES.

7. Employes whose duties may require them to give signals, must provide themselves with the proper appliances, keep them in good order and ready for immediate use.

8. Flags of the prescribed color must be used by day, and lamps of the prescribed color by night.

9. Night signals are to be displayed from sunset to sunrise. When weather or other conditions obscure day signals, night signals must be used in addition.

VISIBLE SIGNALS.

10. **Color Signals.**

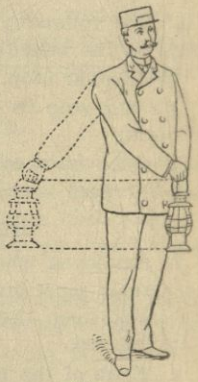
Color.	Indication.
(*a*) Red.	Stop.
(*b*) White.	Proceed, and for other uses prescribed by the rules.
(*c*) Green.	Proceed with caution, and for other uses prescribed by the rules.
(*d*) Green and White.	Flag stop. See Rule 28.
(*e*) Blue.	See Rule 26.

11. A fusee on or near the track burning red must

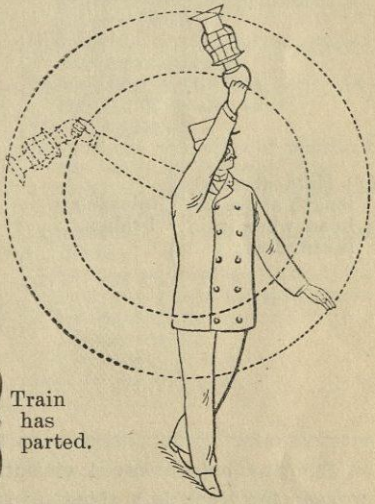
not be passed until burned out. When burning green it is a caution signal.

12. **Hand, Flag and Lamp Signals.**

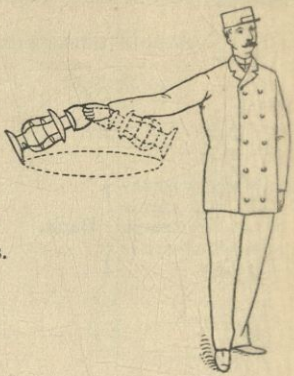
Manner of Using.	Indication.
(*a*) Swung across the track.	Stop.
(*b*) Raised and lowered vertically.	Proceed.



Manner of Using.	Indication.
(*c*) Swung vertically in a circle across the track, when the train is standing.	Back.
(*d*) Swung vertically in a circle at arm's length across the track, when the train is running.	Train has parted.



Manner of Using.	Indication.
(*e*) Swung horizontally in a circle, when the train is standing.	Apply air brakes.
(*f*) Held at arm's length above the head, when train is standing.	Release air brakes.



13. Any object waved violently by any one on or near the track is a signal to stop.

AUDIBLE SIGNALS.

Engine Steam Whistle Signals.

14. The signals prescribed are illustrated by "o" for short sounds: "——" for longer sounds. The sound of the whistle should be distinct, with intensity and duration proportionate to the distance signal is to be conveyed.

Sound.	Indication.
(*a*) o	Stop. Apply brakes.
(*b*) —— ——	Release brakes.
(*c*) —— o o o	Flagman go back and protect rear of train.
(*d*) —— —— —— ——	Flagman return from west.
(*e*) —— —— —— —— ——	Flagman return from east.
(*f*) —— —— ——	When running, train parted; to be repeated until answered by the signal prescribed by Rule 12 (*d*). Answer to 12 (*d*).
(*g*) o o	Answer to any signal not otherwise provided for.
(*h*) o o o	When train is standing, back. Answer to 12 (*c*) and 16 (*c*).
(*j*) o o o o	Call for signals.
(*k*) ——o o	To call the attention of trains of the same or inferior class or right to signals displayed for a following section.
(*l*) —— —— o o	Approaching public crossings at grade.
(*m*) ——————	Approaching stations, junctions and railroad crossings at grade.
(*n*) ——o	Warning signal, approaching curves, etc.
(*p*) oo oo oo	Air brakes sticking.
(*q*) —— —— ooo	Call for section men.

A succession of short sounds of the whistle is an alarm for persons or stock on the track, and calls the attention of trainmen to danger ahead.

Should a train fail to answer signal (k) the train displaying the signals will stop at once and personally notify them.

15. The explosion of one torpedo is a signal to stop; the explosion of two not more than 200 feet apart is a signal to reduce speed, and look out for a stop signal.

15-A. Torpedoes must not be placed near stations or road crossings where persons are liable to be injured by them.

16. **Air Whistle or Bell Cord Signals.**

Sound.	Indication.
(*a*) Two.	When train is standing, start.
(*b*) Two.	When train is running, stop at once.
(*c*) Three.	When train is standing, back the train.
(*d*) Three.	When train is running, stop at next station.
(*e*) Four.	When train is standing, apply or release air brakes.
(*f*) Four.	When train is running, reduce speed.
(*g*) Five.	When train is standing, call in flagman.
(*h*) Five.	When train is running, increase speed.
(*i*) Six.	When train is running, air brakes are sticking.

TRAIN SIGNALS.

17. The head light will be displayed to the front of every train by night, but must be concealed when a train turns out to meet another and has stopped clear of main track, or is standing to meet trains at the end of double track or at junction points.

18. Yard engines will display the head light to the front and rear by night. When not provided

with a head light at the rear, two white lights must be displayed. Yard engines will not display markers.

19. The following signals will be displayed, one on each side of the rear of every train, as markers, to indicate the rear of the train: By day, a green flag. By night, a green light to the front and side and a red light to the rear, except when the train turns out to be passed by another and is clear of main track, when a green light must be displayed to the front, side, and to the rear.

20. All sections of a train, except the last, will display two green flags and, in addition, two green lights by night, in the places provided for that purpose on the front of the engine.

21. Extra trains will display two white flags and, in addition, two white lights by night, in the places provided for that purpose on the front of the engine.

22. When two or more engines are coupled to a train, the leading engine only shall display the signals as prescribed by Rules 20 and 21.

23. One flag or light displayed where in Rules 19, 20 and 21 two are prescribed, will indicate the same as two; but the proper display of all train signals is required.

24. When cars are pushed by an engine (except when shifting or making up trains in yards) a white light must be displayed on the front of the leading car by night.

25. Each car on a passenger train must be connected with the engine by a communicating signal appliance.

26. A blue flag by day and a blue light by night, displayed at one or both ends of an engine, car or train, indicates that workmen are under or about it.

When thus protected it must not be coupled to or moved. Workmen will display the blue signals and the same workmen are alone authorized to remove them. Other cars must not be placed on the same track so as to intercept the view of the blue signals, without first notifying the workmen.

USE OF SIGNALS.

27. A signal imperfectly displayed, or the absence of a signal at a place where a signal is usually shown, must be regarded as a stop signal, and the fact reported to the Train Dispatcher or Assistant Superintendent.

28. The combined green and white signal is to be used to stop a train only at the flag stations indicated on the schedule of that train. When it is necessary to stop a train at a point that is not a flag station for that train, a red signal must be used.

29. When a signal is given to stop a train, it must be acknowledged as provided in Rule 14 (g).

30. The engine bell must be rung when an engine is about to move.

31. The engine bell must be rung when approaching stations and public road crossing at grade, and until they are passed; and the whistle must be sounded at all whistling posts.

32. The unnecessary use of either the whistle or the bell is prohibited. They will be used only as prescribed by rule or law, or to prevent accident.

33. Watchmen stationed at public road and street crossings must use red signals only when necessary to stop trains.

CLASSIFICATION OF TRAINS.

81. Trains of the first class are superior to those of the second; trains of the second class are superior

to those of the third; and so on. Extra trains are inferior to regular trains.

All trains in the direction specified in the Time table are superior to trains of the same class in the opposite direction.

82. Regular trains twelve hours behind their schedule time lose both right and class, and can thereafter proceed only by train order.

MOVEMENT OF TRAINS.

83. A train must not leave its initial station on any district, or a junction, or pass from double to single track, until it is ascertained whether all trains due, which are superior, or of the same class, have arrived or left, and register check Form 1317 filled out.

84. A train leaving its initial station on each district, or leaving a junction, when a train of the same class in the same direction is overdue, will proceed on its schedule, and the over due train will run as prescribed by Rule 91.

85. A train must not start until the proper signal is given.

86. An inferior train must keep out of the way of a superior train.

87. A train failing to clear the main track by the time required by rule, must be protected as prescribed by Rule 99.

88. At meeting points between trains of the same class the inferior train must clear the main track before the leaving time of the superior train, and must pull into siding when practicable. If necessary to back in, the train must first be protected, as prescribed by Rule 99, unless otherwise provided.

89. At meeting points between trains of different classes the inferior train must take the siding and clear the superior train at least five minutes, and must pull into the siding when practicable. If necessary to back in, the train must first be protected as prescribed by Rule 99, unless otherwise provided.

90. Trains must stop at schedule meeting or passing stations, if the train to be met or passed is of the same class, unless the switches are right and the track clear. Trains should stop clear of the switch used by the train to be met or passed in going on the siding.

When the expected train of the same class is not found at the schedule meeting or passing station, the superior train must approach all sidings prepared to stop, until the expected train is met or passed.

91. Unless some form of block signals is used, trains in the same direction must keep at least five minutes apart on "up" grade and ten minutes apart on "down" grade, except in closing up at stations.

92. A train must not arrive at a station in advance of its schedule arriving time, except as provided in rules 88 and 89.

A train must not leave a station in advance of its schedule leaving time.

93. A regular train which is delayed, and falls back on the time of another train of the same class, will proceed on its own schedule.

94. A train which overtakes a superior train or a train of the same class, so disabled that it can not proceed, will pass it, if practicable, and if necessary will assume the schedule and take the train orders of the disabled train, proceed to the next open telegraph office, and there report to the Train Dispatcher. The disabled train will assume the schedule and take

the train orders of the last train with which it has exchanged, and will, when able, proceed to and report from the next open telegraph office.

95. A train must not display signals for a following section, nor an extra train be run, without orders from the Superintendent.

96. When signals displayed for a section are taken down at any point before that section arrives, the conductor will, if there be no other provision, arrange in writing with the operator, or if there be no operator, with the switchtender, or in the absence of both, with a flagman left there for the purpose, to notify all opposing trains leaving such point that the section for which the signals were displayed has not arrived.

97. Work extras will be assigned working limits.

97-A. Yard limits will be indicated by yard limit boards. All except first-class trains must approach yard limits under control, and run carefully through the limits, expecting to find main track occupied. Yardmen must, however, use all possible precautions to protect themselves and will not use main track on the time of first-class trains, without fully protecting themselves with proper signals.

98. Trains must approach the end of double track, junctions, railroad crossings at grade, and draw-bridges, prepared to stop, unless the switches and signals are right and the track is clear.

Where required by law, trains must stop.

99. When a train is stopped by accident, obstruction or is detained at a usual stop under circumstances in which it can be overtaken by another train, the flagman must go back immediately with stop signals a sufficient distance to insure full protection, and place one torpedo on the rail, then pro-

ceed ten rail lengths farther and place two torpedoes on the rail, a rail length apart. When recalled, he must return to his train, first lifting the one torpedo. The two torpedoes must be left on the rail as a caution signal. Engineers will observe this rule by whistling back a flag. In the absence of conductor, engineers will protect the front of train by sending brakeman or fireman ahead when necessary to do so.

100. When the flagman goes back to protect the rear of his train, the baggageman or conductor must, in the case of passenger trains, and the next brakeman in the case of other trains, take his place on the train.

101. If a train should part while in motion, train and enginemen must, if possible, prevent damage to the detached portions. Signals prescribed by Rules 12 (d) and 14 (f) must be given, and the front portion of the train kept in motion until the detached portion is stopped.

The front portion will then go back, to recover the detached portion, running with caution and following a flagman, when conditions require it. The detached portion must not be moved or passed until the front portion comes back.

102. When cars are pushed by an engine (except when shifting and making up trains in yards) a flagman must take a conspicuous position on the front of the leading car and signal the engineman in case of need.

103. Messages or instructions respecting the movement of trains or the condition of track or bridges must be in writing.

104. Switches must be left in proper position after having been used. Conductors are responsible for the position of the switches used by them and

their trainmen, except where switchtenders are stationed.

A switch must not be left open for a following train unless in charge of a trainman of such train.

105. Both conductors and enginemen are responsible for the safety of their trains and, under conditions not provided for by the rules, must take every precaution for their protection.

106. In all cases of doubt or uncertainty the safe course must be taken and no risks run.

107. No freight or work train will pass any station or siding without the engineman receiving proceed signal from rear end. Failing to receive signal, Rule 101 should govern.

RULES FOR MOVEMENT BY TRAIN ORDERS.

201. For movements not provided for by Time table, train orders will be issued by authority and over the signature of the Superintendent. They must contain neither information nor instructions not essential to such movements.

They must be brief and clear; in the prescribed forms when applicable; and without erasure, alteration or interlineation.

202. Each train order must be given in the same words to all persons or trains addressed.

203. Train orders will be numbered consecutively each day, beginning with No. 1 at midnight.

204. Train orders must be addressed to those who are to execute them, naming the place at which each is to receive his copy. Those for a train must be addressed to the conductor and engineman, and also to any one who acts as its pilot. A copy for each person addressed must be supplied by the operator.

205. Each train order must be written in full in a book provided for the purpose at the office of the train dispatcher; and with it recorded the names of those who have signed for the order; the time and the signals which show when and from what office the order was repeated and the responses transmitted; and the train dispatcher's initials. These records must be made at once, and never from memory or memoranda.

206. Regular trains will be designated in train orders by their numbers, as "No. 10 Eng 510," or "2d No. 10 Eng 512;" extra trains by engine numbers, as "Extra 798," with the direction, as "East," or "West." Such numbers will be stated in figures only. The time given in an order will be given in numbers and spelled out in words.

207. To transmit a train order, the signal "31" or the signal "19" must be given to each office addressed, the number of copies being stated, if more or less than three—thus, "31 copy 5," or "19 copy 2."

208. A train order to be sent to two or more offices must be transmitted simultaneously to as many of them as practicable. The several addresses must be in the order of superiority of trains, each office taking its proper address. When not sent simultaneously to all the order must be sent first to the superior train.

209. Operators receiving train orders must write them in manifold during transmission and if they can not at one writing make the requisite number of copies, they will make new copies and repeat same to the train dispatcher, as provided in Rules 210 and 211.

210. When a "31" train order has been transmitted, operators must (unless otherwise directed)

repeat it at once from the manifold copy in the succession in which the several offices have been addressed, and then write the time of repetition on the order. Each operator receiving the order should observe whether the others repeat correctly.

Those to whom the order is addressed, except enginemen, must read it aloud and then sign it, and the operator will send their signatures preceded by the number of the order to the train dispatcher. The response "complete," and the time, with his initials, will then be given by the train dispatcher. Each operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and then deliver a copy to each person addressed, except enginemen. The copy for each engineman, with a clearance card, must be delivered to him personally by the conductor. The engineman must read it aloud to the conductor and understand it before acting upon it.

Enginemen must show their train orders to the firemen and (if a freight train) head brakeman, and conductors to flagmen, who are required to read and understand them.

211. When a "19" train order has been transmitted, operators must (unless otherwise directed) repeat it at once from the manifold copy, in the succession in which the several offices have been addressed. Each operator receiving the order should observe whether the others repeat correctly. When the order has been repeated correctly by an operator, the response "complete," and the time, with his initials, will be given by the train dispatcher. The operator receiving this response will then write on each copy the word "complete," the time, and his last name in full, and personally deliver a copy, with clearance card, to each person addressed without taking his signature.

A "19" order must not be used to restrict the rights of trains.

212. A train order may, when so directed by the train dispatcher, be acknowledged without repeating, by the operator responding "X;"————(Number of Train Order)———to———(Train Number)——with the operator's initials and office signal. The operator must then write on the order his initials and the time.

213. "Complete" must not be given to a train order for delivery to an inferior train until the order has been repeated or the "X" response sent by the operator who receives the order for the superior train.

214. When a train order has been repeated or "X" response sent, and before "complete" has been given, the order must be treated as a holding order for the train addressed, but must not be otherwise acted on until "complete" has been given.

If the line fails before an office has repeated an order or has sent the "X" response, the order at that office is of no effect and must be there treated as if it had not been sent.

215. The operator who receives and delivers a train order must preserve the lowest copy.

216. For train orders delivered by the train dispatcher the requirements as to the record and delivery are the same as at other offices.

Such orders shall be first written in manifold so as to leave an impression in the record book, from which transmission shall be made.

217. A train order to be delivered to a train at a point not a telegraph station, or at one at which the telegraph office is closed, must be addressed to "C, and E. ———— (at ————) care of ————" and forwarded and delivered by the conductor or other person in whose care it is addressed. When

form "31" is used "complete" will be given upon the signature of the person by whom the order is to be delivered, who must be supplied with copies for the conductor and engineman addressed, and a copy upon which he shall take the signature of the conductor. This copy he must deliver to the first operator accessible, who must preserve it, and at once transmit the signature of the conductor and engineman to the train dispatcher.

Orders so delivered must be acted on as if "complete" had been given in the usual way.

For orders which are sent, in the manner herein provided, to a train, the superiority of which is thereby restricted, "complete" must not be given to an inferior train until the signature of the conductor of the superior train has been sent to the train dispatcher.

218. When a train is named in a train order, all its sections are included unless particular sections are specified, and each section included must have copies addressed and delivered to it.

219. Unless otherwise directed an operator must not repeat or give the "X" response to a train order for a train, the engine of which has passed his train order signal, until he has ascertained that the conductor and engineman have been notified that he has orders for them.

220. Train orders once in effect continue so until fulfilled, superseded or annulled. Any part of an order specifying a particular movement may be either superseded or annulled.

Orders held by or issued for a regular train become void when such train loses both right and class as provided by Rules 4 and 82, or is annulled.

221. A fixed signal must be used at each train order office, which shall indicate "Stop" when there

is an operator on duty, except when changed to "Proceed" to allow a train to pass. Signal must not be turned to "Proceed" to allow any train to pass until engineman has sounded four short blasts of whistle; if an operator has no orders for them, or any train bound in same direction, he will change signal to "Proceed," which must be acknowledged by two short blasts of the whistle. The signal must be turned to "Stop" as soon as train has passed.

Under no circumstance will an operator change signal to "Proceed" for a train if he has orders for any train bound in same direction. While "Stop" is indicated, trains must not proceed without a clearance card, Form 2016.

Operators must have the proper appliances for hand signaling ready for immediate use if the fixed signal should fail to work properly. If a night signal is not displayed at either a day or night train order office, trains which have not been notified must stop, relight the signal and be governed by its position, reporting the facts to the Superintendent from the next open telegraph office.

Where the semaphore is used, the arm indicates "stop" when horizontal and "proceed" when in an inclined position.

222. Operators will promptly record and report to the train dispatcher the time of arrival and departure of all trains and the direction of extra trains.

223. The following signs and abbreviations may be used:

Initials for signature of the superintendent and train dispatcher.

Such office and other signals as are arranged by the superintendent of telegraph.

C & E—for Conductor and Engineman.

X—Train will be held until order is made "complete."

Com—for Complete.

O S—Train Report.

No—for Number.

Eng—for Engine.

Sec—for Section.

Psgr—for Passenger.

Frt—for Freight.

Mins—for Minutes.

Jct—for Junction.

Dispr—for Train Dispatcher.

Opr for Operator.

31 or 19—To clear the line for Train Orders, and for Operators to ask for Train Orders.

S D—for "Stop Displayed."

The usual abbreviations for the names of the months and stations.

FORMS OF TRAIN ORDERS.

Form A. Fixing Meeting Points for Opposing Trains.

(1.) ——— will meet ——— at ———.

(2.) ——— will meet ——— at ——— ——— at ———

(and so on).

EXAMPLES.

(1.) *No 1 Eng 200 will meet No 2 Eng 150 at Bombay.*

No 3 Eng 201 will meet 2d No 4 Eng 202 at Siam.

———

No 5 Eng 203 will meet Extra 95 at Hong Kong.

———

Extra 652 East will meet Extra 231 West at Yokohoma.

(2.) *No 1 Eng 896 will meet No 2 Eng 989 at Bombay 2d No 4 Eng 876 at Siam and Extra 95 East at Hong Kong.*

Trains receiving these orders will run with respect to each other to the designated points and there meet in the manner provided by the Rules.

Form B. Directing a Train to Pass or Run Ahead of Another Train.

(1.) ——— will pass ——— at ———.

(2.) ——— will pass ——— when overtaken.

(3.) ——— will run ahead of ——— ——— to ———.

(4.) ——— will pass ——— at ——— and run ahead of ——— ——— to ———.

EXAMPLES.

(1.) *No 1 Eng 602 will pass No 3 Eng 616 at Khartoum.*

(2.) *No 6 Eng 612 will pass No. 4 Eng 615 when overtaken.*

(3.) *Extra 594 East will run ahead of No 6 Eng 606 Bengal to Madras.*

(4.) *No 1 Eng 710 will pass No 3 Eng 711 at Khartoum and run ahead of No 7 Eng 717 Madras to Bengal.*

When under (1) a train is to pass another both trains will run according to rule to the designated point and there arrange for the rear train to pass promptly.

Under (2), both trains will run according to rule until the second named train is overtaken and then arrange for the rear train to pass promptly.

Under (3), the second named train must not exceed the speed of the first named train between the points designated.

Form C. Giving a Train the Right Over an Opposing Train.

——— has right over ——— ——— to ———.

EXAMPLES.

(1.) *No 1 Eng 826 has right over No 2 Eng 842 Mecca to Mirbat.*

(2.) *Extra 37 East has right over No 3 Eng 860 Natal to Ratlam.*

This order gives the train first named the right over the other train between the points named.

If the trains meet at either of the designated points, the first named train must take the siding, unless the order otherwise prescribes.

Under (1), if the second named train reaches the point last named before the other train arrives it may proceed, keeping clear of the opposing train as many minutes as such train was before required to clear it under the Rules.

If the second named train, before meeting, reaches a point within or beyond the limits named in the order, the conductor must stop the other train where it is met and inform it of his arrival.

Under (2), the regular train must not go beyond the point last named until the extra train has arrived.

When the extra train has reached the point last named the order is fulfilled.

The following modification of this form of order will be applicable for giving a work extra the right over all trains in case of emergency.

(3.) *Work extra ——— has right over all trains between ——— and ——— from —— m. to —— m.*

EXAMPLE.

Work Extra 275 has right over all trains between Stockholm and Edinburg from 7 p. m. to 12 midnight.

This gives the work extra the exclusive right between the points designated between the times named.

Form E. Time Orders.

(1.) ——— will run ——— late ——— to ———.

(2.) ——— will run ——— late ——— to ——— and ——— late ——— to ———, etc.

(3.) ——— will wait at ——— until ——— for ———.

EXAMPLES.

(1.) *No 1 Eng 521 will run 20 mins late Joppa to Mainz.*

(2.) *No 1 Eng 472 will run 20 mins late Joppa to Mainz and 15 mins late Mainz to Muscat, etc.*

(3.) *No 1 Eng 432 will wait at Muscat until 10 a m for No 2 Eng 408.*

(1) and (2) make the schedule time of the train named, between the points mentioned, as much later as stated in the order, and any other train receiving the order is required to run with respect to this later time, as before required to run with respect to the regular schedule time. The time in the order should be such as can be easily added to the schedule time.

Under (3), the train first named must not pass the designated point before the time given, unless the other train has arrived. The train last named is required to run with respect to the time specified, as before required to run with respect to the regular schedule time of the train first named.

Form F. For Sections.

——— will display signals ——— to ——— for ———.

EXAMPLES.

Eng 20 will display signals and run as 1st No 1 London to Paris.

No 1 Eng 70 will display signals London to Dover for Eng 85.

2d No 1 Eng 85 will display signals London to Dover for Eng 90.

This form may be modified as follows:

Engs 70 85 and 90 will run as 1st 2d and 3d No 1 London to Dover.

Under this example the engine last named will not display signals.

For annulling a section:

Eng 85 is annulled as 2d No 1 from Chatham.

If there are other sections following add:

Following sections will change numbers accordingly.

The character of a train for which signals are displayed may be stated. Each section affected by the order must have copies, and must arrange signals accordingly.

Form G. Extra Trains.

(1.) Eng ——— will run extra ——— to ———.

(2.) Eng ——— will run extra ——— to ——— and return to ———.

EXAMPLE.

(1.) *Eng 99 will run extra Berber to Gaza.*

(2.) *Eng 99 will run extra Berber to Gaza and return to Cabul.*

A train receiving this order is not required to protect itself against opposing extras, unless directed by order to do so, but must keep clear of all regular trains, as required by rule.

At meeting points, extras, with reference to each other, are superior in the direction in which regular trains are made superior by time table.

(3.) Eng ——— will run extra leaving ——— on ——— as follows, with right over all trains.

Leave ———.

" ———.

Arrive ———.

EXAMPLE.

(3.) Eng 77 will run extra leaving Turin on Thursday Feb 17th as follows with right over all trains:

Leave Turin 11:30 p. m.

" *Pekin 12:25 a. m.*

" *Canton 1:47 a. m.*

Arrive Rome 2:22 a. m.

This order may be varied by specifying the kind of extra and the particular trains over which the extra shall or shall not have the right. Trains over which the extra is thus given the right must clear the time of the extra FIVE minutes.

Form H. Work Extra.

(1.) Work extra ——— will work ——— until ——— between ——— and ———.

EXAMPLES.

(1.) Work extra 292 will work 7 a m until 6 p m Between Berne and Turin.

The working limits should be as short as practicable, to be changed as the progress of the work may require. The above may be combined, thus:

(a.) Work extra 292 will run Berne to Turin and work 7 a m until 6 p m between Turin and Rome.

When an order has been given to "work" between designated points, no other extra shall be authorized to run over that part of the track without provision for passing the work extra.

When it is anticipated that a work extra may be where it can not be reached for orders, it may be directed to report for orders at a given time and place, or an order may be given that it shall clear the track for (or protect itself after a certain hour against) a designated extra by adding to (1) the following words:

(*b.*) *And will keep clear of (or protect against) Extra 223 West between Antwerp and Brussels after 2:10 p m.*

In this case, extra 223 must not pass the most easterly station before 2:10 p. m., at which time the work extra must be out of the way, or protected (as the order may require) between those points.

When the movement of an extra over the working limits can not be anticipated by these or other orders to the work extra, an order must be given to such extra, to protect itself against the work extra, in the following form:

(*c.*) *Extra 76 West will protect against work extra 95 between Lyons and Paris.*

This may be added to the order to run extra.

A work extra when met or overtaken by an extra must allow it to pass.

When it is desirable that a work extra shall at all times protect itself while on working limits, it may be done by adding to (1) the following words:

(*d.*) *Protecting itself.*

A train receiving this order must, whether standing or moving, protect itself within the working limits in both directions in the manner provided in Rule 99.

Whenever an extra is given orders to run over working limits it must at the same time be given a copy of the order sent to the work extra.

To enable a work extra to work upon the time of a regular train, the following form may be used:

(e.) *Work Extra 292 will protect against No 55 Eng 102 between Berne and Turin.*

A train receiving this order will work upon the time of the train mentioned in the order, and protect itself against it as provided in Rule 99.

The regular train receiving this order must run, expecting to find the work extra protecting itself within the limits named.

Form J. Holding Order.

Hold ——— at ———.

EXAMPLES.

(1.) *Hold No 2 Eng 115 at Berlin.*

(2.) *Hold all eastbound trains at Berlin.*

This order will be addressed to the operator and acknowledged in the usual manner. It must be respected by conductors and enginemen of trains thereby directed to be held as if addressed to them.

When a train has been so held it must not proceed until the order to hold is annulled, or an order given to the operator in the form:

"——— *may go.*"

Form J will only be used when necessary to hold trains until orders can be given, or in case of emergency.

Form K. Annulling a Regular Train.

(1.) ——— of ——— is annulled ——— to ———.

(2.) ———due to leave ——— ——— is annulled ——— to ———.

EXAMPLES.

(1.) *No 1 of Feb 29th is annulled Alaska to Halifax.*

(2.) *No 3 due to leave Naples Saturday Feb 29th is annulled Alaska to Halifax.*

The train annulled loses both right and class between the points named and must not be restored under the original number between those points.

Form L. Annulling an Order.

Order No ——— is annulled.

If an order which is to be annulled has not been delivered to a train, the annulling order will be addressed to the operator, who will destroy all copies of the order annulled but his own, and write on that:

Annulled by order No ——.

EXAMPLE.

Order No 10 is annulled.

An order that has been annulled must not be reissued under its original number.

In the address of an order annulling another order, the train first named must be that to which right was given by the order annulled, and when the order is not transmitted simultaneously to all concerned, it must be first sent to the point at which that train is to receive it and the required response made, before the order is sent for other trains.

Form M. Annulling Part of an Order.

That part of Order No ——— reading ——— is annulled.

EXAMPLE.

That part of Order No. 10 reading No 1 Eng 410 will meet No 2 Eng 532 at Sparta is annulled.

In the address of an order annulling a part of an order, the train first named must be that to which right was given by the part annulled, and when the order is not transmitted simultaneously to all con-

cerned, it must be first sent to the point at which that train is to receive it, and the required response made, before the order is sent for other trains.

Form P. Superseding an Order or a Part of an Order.

This order will be given by adding to prescribed form the words "instead of ———."

(1.) ——— will meet ——— at ——— instead of ———.

(2.) ——— has right over ——— ——— to ——— instead of ———.

(3.) ——— will display signals for ——— ——— to ——— instead of ———.

EXAMPLES.

(*1.*) *No 1 Eng 200 will meet No 2 Eng 210 at Hong Kong instead of Bombay.*

(*2.*) *No 1 Eng 325 has right over No 2 Eng 366 Mecca to Medina instead of Mirbat.*

(*3.*) *No. 1 Eng 372 will display signals for Eng 85 Astrakhan to Teheran instead of Cabul.*

An order that has been superseded must not be re-issued under its original number.

In the address of a superseding order the train first named must be that to which right was given by the order superseded, and when the order is not transmitted simultaneously to all concerned, it must be first sent to the point at which that train is to receive it, and the required response made, before the order is sent for other trains.

COLORADO MIDLAND RAILWAY COMPANY.

CLEARANCE CARD.

Station..... Time.....m.

Date.....190...

Conductor and Engineman, Train No.....

Herewith Orders No.....

I have.....Orders for your Train.

Signal is out for.....

.....Operator.

This does not interfere with or countermand any orders you may have received.

Conductor MUST SEE that the number of HIS TRAIN is entered in the above form correctly.

Conductor and engineman must each have a copy and must check the numbers of their orders against those shown above.

If there are no orders for a train, operator must write the word "NO" in the blank space provided for that purpose; if orders are delivered to a train, operator must use the words "NO FURTHER" in the blank provided.

SPECIFICATIONS FOR TRAIN ORDER FORM AND BOOKS FOR OPERATORS FOR 31 ORDERS.

Form as here shown. Blank spaces for order (5) inches with no lines. The mode of filling the blanks is indicated by small type.

Form (9¼ x 6½) inches. Book (6¾ x 10½) inches.

300 leaves. Glued at top or side. Manila cover on face and stiff back.

Paper Opaque, yellow, sized, and of such thickness as to admit of making (9) good manifold copies with stylus and double carbons.

To be used with Double Carbon Paper (6½ x 9) inches, and a stiff tin, same size, corners rounded.

Standard Train Order Blank for 31 Order.

FORM 31 **COLORADO MIDLAND RY. CO.** FORM 31

TRAIN ORDER NO..... 190....

To.....

.....

At..... Station. | *X*..... *Opr.*; ..... *M.*

5 inches

.....

Conductor and Engineman must each have a copy of this order.

Repeated at..... *M.*

Conductor	Train	Made	At	Received by

SPECIFICATIONS FOR TRAIN ORDER FORM AND BOOKS FOR OPERATORS FOR 19 ORDERS.

Form as here shown. Blank space for order (4) inches with no lines. The mode of filling the blank is indicated by small type.

Form (8 x 6½) inches. Book (6¾ x 8½) inches.

300 leaves. Glued at top or side. Manilla cover on face and stiff back.

Paper opaque, green, sized, and of such thickness as to admit of making (9) good manifold copies with stylus and double carbon.

To be used with double carbon paper (6½ x 7¾) inches, and a stiff tin, same size, corners rounded.

Standard Train Order Blank for 19 Order.

FORM 19 **COLORADO MIDLAND RY. CO.** FORM 19

TRAIN ORDER No..... .....190....

To.....

.....

At..... Station. | X..... Opr.;..... M.

.....

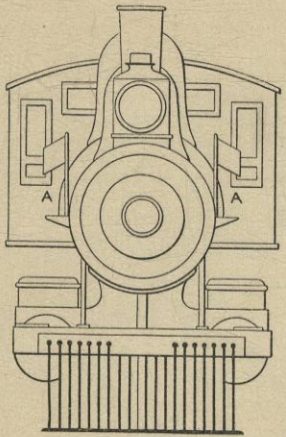
Conductor and Engineman must each have a copy of this order.

Made Time M. Opr.

DIAGRAMS

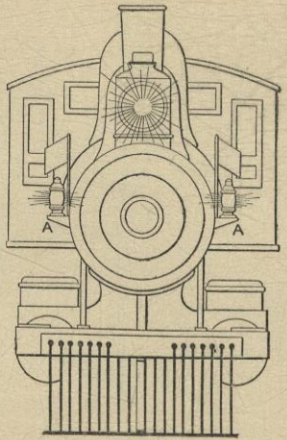
OF

TRAIN SIGNALS.



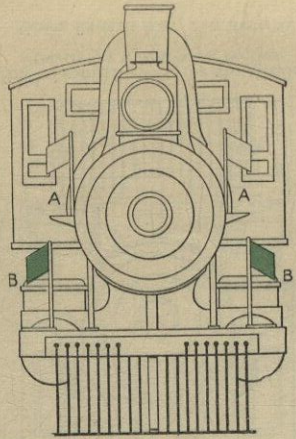
Engine running forward by day as an extra train.

White flags at A A. See Rule 21.



Engine running forward by night as an extra train.

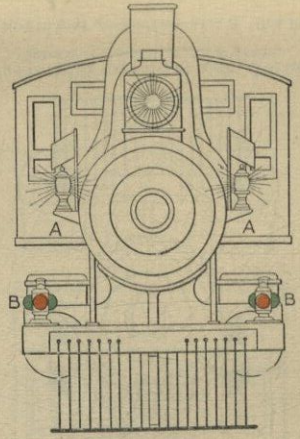
White lights and white flags at A A. See Rule 21.



Engine running backward by day as an extra train, without cars or at the rear of a train pushing cars.

White flags at A A. See Rule 21.

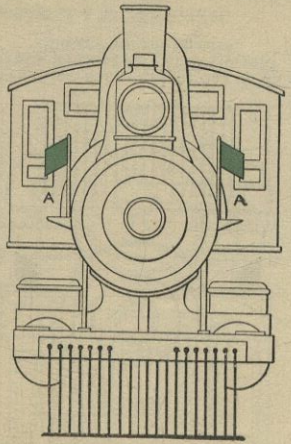
Green flags at B B, as markers. See Rule 19.



Engine running backward by night as an extra train, without cars or at the rear of a train pushing cars.

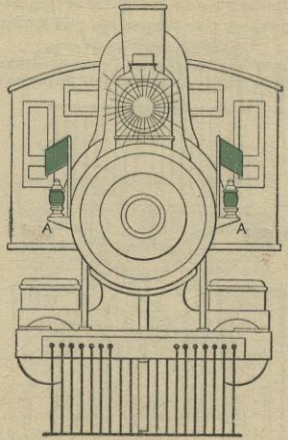
White lights and white flags at A A. See Rule 21.

Lights at B B, as markers, showing green at side and in direction engine is moving and red in opposite direction. See Rule 19.



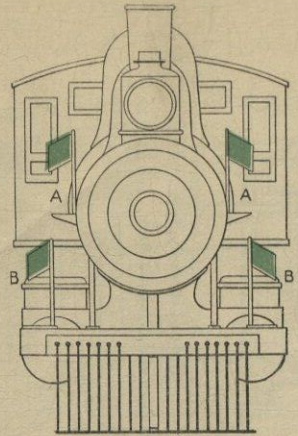
Engine running forward by day displaying signals for a following section.

Green flags at A A. See Rule 20.



Engine running forward at night displaying signals for a following section.

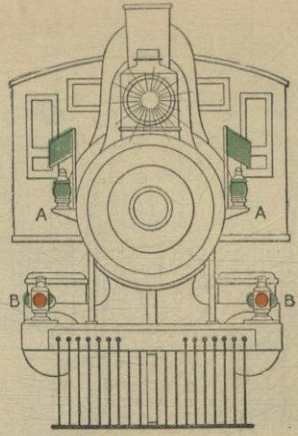
Green lights and green flags at A A. See Rule 20.



Engine running backward by day, without cars or at the rear of a train pushing cars, and displaying signals for a following section.

Green flags at A A. See Rule 20.

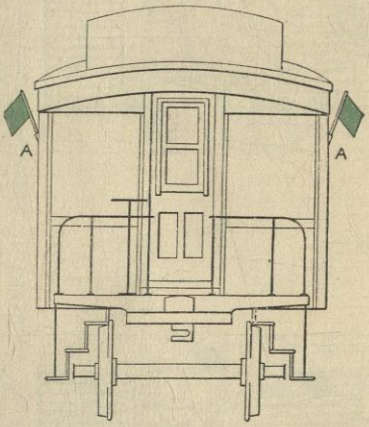
Green flags at B B, as markers. See Rule 19.



Engine running backward by night, without cars or at the rear of a train pushing cars, and displaying signals for a following section.

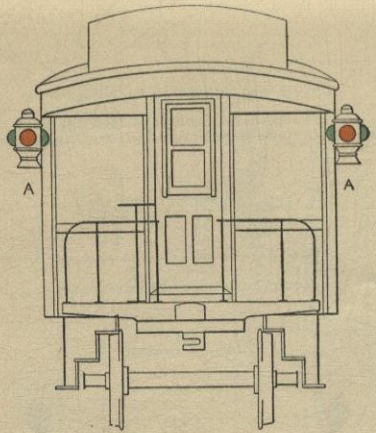
Green lights and green flags at A A. See Rule 20.

Lights at B B, as markers, showing green at side and in direction engine is moving and red in opposite direction. See Rule 19.



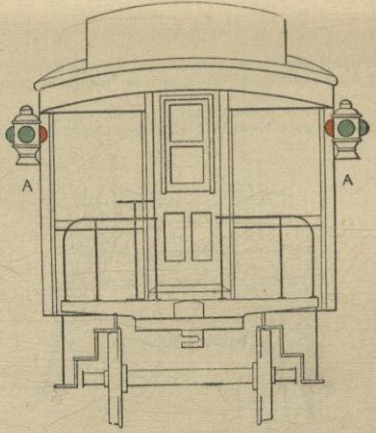
Rear of train by day.

Green flags at A A, as markers. See Rule 19.



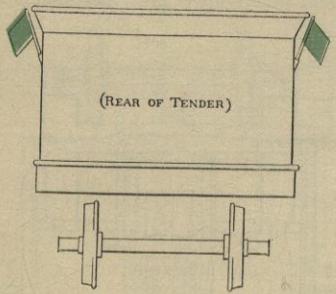
Rear of passenger train by night while running.

Lights at A A, as markers, showing green toward engine and side and red to rear. See Rule 19.



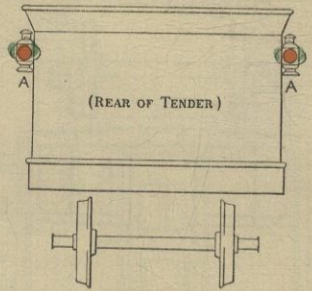
Rear of passenger train by night when on siding to be passed by another train.

Lights at A A, as markers, showing green to side and to rear. See Rule 19.



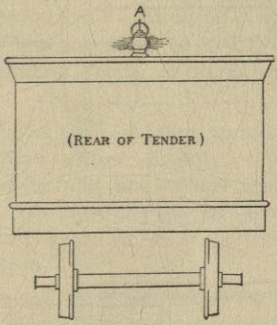
Engine running forward by day, without cars or at the rear of a train pushing cars.

Green flags, as markers. See Rule 19.



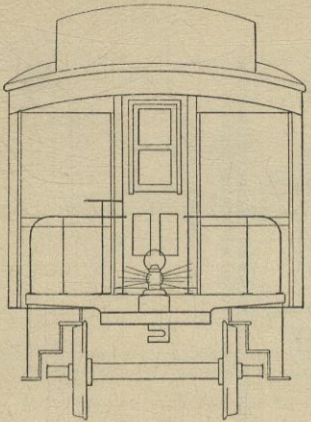
Engine running forward by night, without cars or at the rear of a train pushing cars.

Lights at A A, as markers, showing green to the front and side and red to rear. See Rule 19.



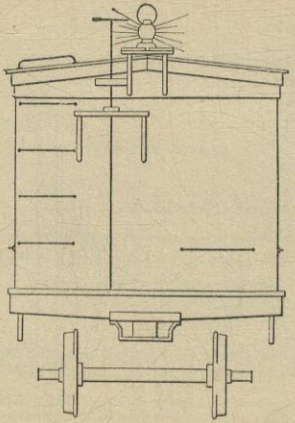
Engine running backward by night, without cars or at the front of a train pulling cars.

White light at A.



Passenger cars being pushed by an engine by night.

White light on front of leading car. See Rule 24.



Freight cars being pushed by an engine by night.

White light on front of leading car. See Rule 24.

SPECIAL RULES.

300. All articles furnished by the company for use of employes must, on leaving the service, be returned to the proper officer. The right is reserved to withhold from wages due the value of such articles lost, or that are not surrendered on leaving the service.

301. Employes are required to devote their time exclusively to the business of the company, unless expressly exempted from so doing by proper authority.

302. Employes are forbidden to offer testimonials to their superiors, either directly or indirectly, and those in authority will not accept such presents or testimonials. The acceptance of gratuities or rewards from passengers or other patrons of the company is forbidden.

303. Employes must not make an assignment of their wages, or subject the company to service of garnishment.

304. Street or highway crossings must not be obstructed for more than five minutes at a time, and when trains are cut they must clear the whole width of such crossing. Before movement is made to recouple, a member of the crew must take position at the crossing to give signals and prevent accident.

While switching over public crossings at grade one of the crew must protect the crossing, unless other provision is made.

305. Employes are required to inform themselves respecting the location of all structures or obstruc-

tions along the line that will not clear them when on the top or sides of cars.

306. Employes of every grade are warned to see for themselves, before using them, that the machinery or tools which they are expected to use are in proper condition for the service required; and if not, to put them in proper condition, or see that they are so put before using them. The company does not wish, or expect, its employes to incur any risks whatever from which by the exercise of their own judgment and by personal care they can protect themselves, but enjoins them to take time in all cases to do their duty in safety, whether they may at the time be acting under orders of their superiors or otherwise.

307. Report must be made to proper officer of any event detrimental to the interests of the company. In case of accident to trains, injury to persons or the existence of anything which may imperil the safety of the service, information must be given at once, to be followed by report giving full particulars.

308. Every precaution must be taken to prevent loss or damage by fire. Rubbish, oily waste, rags, straw or waste paper must not be allowed to accumulate in or about cars, offices, depots or other buildings of the company.

309. Bulletin orders will be posted in bulletin books at points designated on the time cards. Train and enginemen must read, understand and sign all bulletins before leaving on each trip.

DUTIES OF SUBORDINATE OFFICERS AND EMPLOYES.

ROAD FOREMEN OF ENGINES.

320. Road foremen of engines report to the Superintendent of machinery.

They will have supervision over enginemen, firemen and hostlers.

They must know that each are properly qualified to perform their duties, and that they understand the rules.

They will see to the economical use of fuel, oil and other supplies on the engines, and know that each engine under their jurisdiction is properly equipped with tools and signal appliances. If the engines are not in proper condition, the fact must be reported to the master mechanic.

CHIEF TRAIN DISPATCHERS.

321. Chief train dispatchers report to the superintendent.

They will have supervision over the dispatchers, operators and telegraph repairmen. They must know that each are properly qualified to perform their duties and that they understand the rules.

They must conform to the instructions of the superintendent of telegraph with reference to matters pertaining to the telegraph department.

TRAIN DISPATCHERS.

322. Train dispatchers report to the chief train dispatcher.

They are authorized to issue train orders, in accordance with the rules.

Dispatchers, when relieved, must explain to those relieving them the train orders in force, making the transfer in writing.

They will report to the chief train dispatcher operators who fail in their duty.

They must not allow profane or obscene language to be used over the wires.

YARD MASTERS.

323. Yard masters report to the assistant superintendent.

They will have supervision over the yards and all persons employed therein.

They will see that the engines and trains are ready to start at the appointed time; that enginemen and trainmen are at their posts; that proper records are kept of cars arriving and departing; that waybills are provided for cars arriving and departing; that cars are properly inspected, and those requiring repairs sent to the shop, and that all official notices are bulletined.

STATION AGENTS.

324. Station agents report to the superintendent.

They must obey the orders of the assistant superintendent or chief train dispatcher; they will conform to the instructions issued by the traffic and accounting departments.

They will have supervision over the company's property and station employes; must preserve order in and about the stations, and keep the buildings and grounds in proper condition.

They will attend to the sale of tickets, to the receiving and forwarding of freight, and make the proper collections; see that cars are properly loaded, unloaded and forwarded, and make reports and remittances as directed; have offices open for sale of

tickets at least thirty minutes before train is due, and not sell tickets to persons who are in such condition as to be unable to take care of themselves, unless accompanied by attendants, or to persons whose conduct might endanger the lives of, or would be an annoyance to, other passengers.

They must see that cars at their stations are properly secured, and derailing switches, if provided, open.

TELEGRAPH OPERATORS.

325. Telegraph operators report to the chief train dispatcher.

They must obey the orders of the station agent, when they do not interfere with telegraph duties.

Operators must remain at their posts until relieved or excused, and when going off duty full information must be given to the person relieving them of all outstanding orders, the transfer to be made in writing.

They must be courteous in their intercourse with each other, and with persons transacting business at their offices.

If the line fails, the operators must test the wires and report.

TELEGRAPH REPAIRMEN.

326. Telegraph repairmen report to the superintendent of telegraph.

They must obey the orders of the chief train dispatcher.

They are expected to keep the wires in proper condition, calling on the track foremen for assistance when necessary. They must report to the chief train dispatcher upon what part of the line they will be each day.

PASSENGER CONDUCTORS.

327. Passenger conductors report to the assistant superintendent. At terminals they must obey the

orders of the yard master. They must conform to the instructions issued by the accounting and passenger departments.

They will be held responsible for the conduct of all persons employed on their trains; must report any misconduct or neglect of duty, and preserve order on their trains.

They must attend to the comfort and want of passengers, assist them in getting on or off the train, and see that other trainmen do the same; see that passengers are properly seated, and that none are allowed to ride on platforms, or in baggage or mail cars. They will see that transportation is presented for each passenger who rides on their trains.

They must be at the station at least thirty minutes before leaving time, and know that the necessary tools and signal appliances are at hand.

TRAIN BAGGAGEMEN.

328. Train baggagemen report to the Superintendent. They must obey the orders of the conductor, and at terminals the orders of the yard master. They must conform to the instructions issued by the accounting and passenger departments.

They must handle carefully all baggage consigned in their care; collect and remit for excess baggage that has not been properly assessed at stations, and properly handle all letters and packages forwarded on railroad business, addressed to officers or agents of this railway or its immediate connections.

They must report for duty at least thirty minutes before leaving time; remain in baggage cars while on duty, except when required to take the place of the brakeman; be civil and obliging to passengers, and not permit anyone to ride in the baggage cars except those whose duties require it.

PASSENGER BRAKEMEN.

329. Passenger brakemen report to the assistant superintendent. They must obey the orders of the conductor, and at terminals the orders of the yard master.

They must report for duty at least thirty minutes before leaving time, see that the necessary tools and signal appliances are at hand, and proper signals displayed; attend to the heating, lighting and ventilating of cars; assist the conductor in the proper disposition of passengers, and in preserving order; prevent passengers from riding on the platform; be attentive and courteous to passengers; assist them in getting on or off the train; avoid passing through sleeping cars except when absolutely necessary, and refrain from loud or unnecessary conversation.

At each stop announce the name of the station, and the length of the stop (if for meals), and when approaching the next stop announce distinctly the name of the station.

FREIGHT CONDUCTORS.

330. Freight conductors report to the assistant superintendent. At terminals they must obey the orders of the yard masters.

They will be held responsible for the conduct of all persons employed on their trains, and must report any misconduct or neglect of duty.

They must report for duty at least thirty minutes before leaving time, and know that the necessary tools and signal appliances are at hand.

They must inspect the condition of the couplings and brakes and the seals of loaded cars before starting; keep the car doors closed and fastened when the train is running, and permit no one, except employes engaged on the train, to ride without special

authority. They must not pick up cars that are in an unsafe condition or loaded in excess of ten per cent. above marked capacity. When leaving cars on a siding, see that the brakes are applied and that the derail is left open. They must not leave cars on passing sidings without special authority, where other tracks are provided.

FREIGHT BRAKEMEN.

331. Freight brakemen report to the assistant superintendent, and while on duty must obey the orders of the conductor and at terminals the orders of the yard master.

They must report for duty at least thirty minutes before leaving time, assist in making up and inspecting trains, note condition of seals, also note condition of cars picked up and call conductor's attention to any defects of equipment. They must be out when approaching stations or when descending heavy grades, and assist in stopping train when necessary. The rear brakeman, or flagman, must always be in position to protect rear end of train, as provided in Rule 99.

ENGINEMEN.

332. Enginemen report to the master mechanic. They must obey the orders of the assistant superintendent; at terminals they are under the direction of the roundhouse foremen or yard master, and while on the road they must obey the conductor, unless by so doing they will endanger the safety of their trains or violate the rules.

They will report for duty at least thirty minutes before leaving time; see that their engines are in proper condition, and that the necessary tools and signal appliances are at hand; give checks for fuel and stores received; keep a constant lookout for signals and obstructions; use every precaution against

fire, not permitting burning waste or hot cinders to be thrown or dropped from the engines; keep ash-pan dampers closed when passing over wooden openings, and report the condition of engines on proper forms at the end of each trip.

They must not leave their engines, except when the firemen are in charge, and must not allow the latter to run the engines without official authority.

FIREMEN.

333. Firemen report to the master mechanic. At terminals they are under the direction of the round-house foreman or yard master, and while on the road they must obey the enginemen.

They must report for duty at least thirty minutes before leaving time, assist the enginemen in inspecting the engines, know that the proper tools and signal appliances are at hand, and as far as practicable, when running, keep a lookout for signals and obstructions.

They must remain with their engines during the absence of the enginemen, and assist in making repairs when required. They must not run the engines except by official authority, or in an emergency.

SUPERVISORS OF BRIDGES AND BUILDINGS.

334. Supervisors of bridges and buildings report to the general supervisor of bridges and buildings.

They will have supervision over the road carpenters, masons and pumpmen.

They must know that labor and materials are used properly and economically; that the bridges and structures are being maintained in a safe condition; make periodical inspections; know that foremen understand the rules and use of signals; see that they carry standard time, and that watches are inspected every six months.

ROADMASTERS.

335. Roadmasters report to the superintendent. They will have supervision over the foremen and laborers employed on the district under their charge. They must visit each section as often as practicable, and know that labor and materials are used properly and economically; that the track is being maintained in a safe condition; that foremen understand the rules and use of signals; see that they carry standard time, and that watches are inspected every six months.

They must be present, as early as practicable, at the scene of an accident or obstruction, and use every effort to clear the track promptly.

TRACK FOREMEN.

336. Track foremen report to the roadmaster. They will see that the men under their direction, including watchmen, do their work properly and economically. They must pass over their section of track as often as practicable, and know that it is in proper and safe condition.

They must compare their watches as often as practicable with the clock at the nearest telegraph station, or with the watches of train conductors.

They must not obstruct the track without proper protection, as per Rule 99; they must assist in maintaining the telegraph line; look out for, and extinguish fires; gather up all materials along the right of way, and keep their sections in a neat condition.

When a heavy storm occurs, either day or night, the entire force must be sent out to patrol the road, taking every precaution to prevent accidents.

They must supply themselves with the necessary signal appliances and be informed as to the manner of using them.